

**REQUEST FOR PROPOSAL  
FOR VIDEOTAPING ZONING, PLANNING AND VILLAGE  
BOARD MEETINGS FOR CABLE TELEVISION BROADCAST**

DATE OF ISSUE: May 6, 2013

The Village of Sleepy Hollow requests the submission of proposals from qualified videographers wishing to be retained to videotaping meetings of the Sleepy Hollow Village Board, Zoning Board and Planning Board for broadcast over the Village's cable television channel for a term of one year beginning June 1, 2013.

The videographer whose proposal is determined to be the most beneficial to the Village in accordance with the specific criteria outlined below shall be awarded a contract to provide such videotaping services.

In order to assure most favorable consideration by the Sleepy Hollow Village Board, proposals shall contain all of the following:

1. Recitation of the videographer's related business experience evidencing successful videotaping/broadcast of public meetings or similar activity.
2. Sample recordings of public meetings or similar activities, previously videotaped (submitted on a standard DVD format);
3. The amount, per meeting, that the videographer agrees to charge the Village for videotaping a meeting and any follow-up necessary to air the programs on the government channel and website. (Note that the Village intends on paying one flat fee per meeting regardless of the length of time the meeting takes)
4. A minimum of two (2) letters of recommendation from an entity for whom the videographer has worked, upon request.

**Other Considerations**

All video equipment will be provided by the Village of Sleepy Hollow and shall remain on site at all times. Videographer will consult with the Village regarding possible purchase of new video and recording equipment.

The videographer will submit invoices to the Village on a monthly basis and will not receive payment for work not yet completed.

The videographer will be required for getting a replacement videographer to cover a meeting if he/she cannot attend. The Videographer would be responsible to pay this person.

The videographer will be responsible for his/her own insurance if the videographer deems it appropriate.

Village Board meetings are typically held on the second and fourth Tuesday of the month beginning at 7:00pm. Zoning Board meetings are typically held on the third Wednesday of the month beginning at 8:00pm. Planning Board meetings are typically held on the third Thursday of the month beginning at 8:00pm. Schedules are subject to change. All meetings are held at Sleepy Hollow Village Hall.

Village of Sleepy Hollow  
28 Beekman Avenue  
Sleepy Hollow, NY 10591

Attention: Paula McCarthy, Village Clerk

Deadline for submission of proposals: **May 17, 2013 at 3:00 pm**

The Village of Sleepy Hollow retains the right to reject any and all proposals or to award a contract to the videographer whose proposal is deemed to be most advantageous to the Village.

The Village of Sleepy Hollow reserves its right after all proposals are received and opened, but prior to completing the evaluation of proposals, to request interviews with or presentations from vendors of its choice. Upon completion of the evaluation process, proposers will be notified of the committee's decision in this matter within fourteen(14) days of the deadline set for receipt of proposals.

Village of Sleepy Hollow

By: \_\_\_\_\_

Paula McCarthy

Village Clerk

Dated: May 6, 2013